

**A RULE FOR PERFORMANCE EVALUATION AND EFFICIENCY STANDARDS FOR CLASSIFIED EMPLOYEES OF SANTA ROSA COUNTY; AND PROVIDING FURTHER OFFICIAL HUMAN RESOURCE FORMS FOR EVALUATION; AND PROVIDING FURTHER PROCEDURES OR EFFICIENCY STANDARDS**

**SECTION I.** All employees in the classified service of the Board of County Commissioners and Constitutional Officers shall be evaluated at least annually. The evaluation forms shall be submitted to the Human Resource Department at the close of the fiscal year.

**SECTION II. Performance Evaluation (service rating).** Taxing Authorities shall establish and administer a system for rating the work performance of employees. This evaluation system will be submitted to the Human Resource Department. The performance rating shall be designed to permit the evaluation of the employees' performance and attitude as accurately and as fairly as reasonably possible. The rating shall be made on forms provided by the Human Resource Department.

A. Appointing authorities shall be required, at the end of three (3) months and six (6) months of the probationary period, to submit an evaluation of the performance of the probationary employee to the Human Resource Department. (amended: 03/13/2003)

B. Each employee shall be evaluated by their immediate supervisor and the documented evaluation reviewed by the department head or the appointing authority. Before this evaluation is certified, the immediate supervisor shall discuss it with the employee. Amended: 11/10/2004

C. The evaluation shall be dated before being sent to the Human Resource Department.

D. The date of certification will be the date the completed form is signed by the department head or the appointing authority. Each employee will be given a copy of their completed evaluation form.

E. The overall performance rating shall be used as a guide for career development, determining the need for additional training or addressing employee strengths & deficiencies.

F. An annual evaluation will be required when an employee has worked at least ½ of the work year.

G. The performance rating shall be retained as a part of the employee's permanent record.

**SECTION III.** The effective date of this rule shall be July 1, 2002.